

Wrens Club Program Assistant

Agency: Wrenshall Community Education

General Description: Assist Wrens Club coordinator in providing quality school age care program. Help provide activities that offer a fun, safe, caring environment that fosters recreational, social, educational, and developmentally appropriate experiences that compliment a child's school day.

Job Qualifications: High school diploma, AA degree, or 1040 hours of experience working with School age children. CPR & First aid certification recommended. DHS Fingerprinting and background check required prior to employment. Will need to go through training for CPR/ first aid, head trauma injuries, and mandatory reporting once hired.

Job Duties:

85 % of time

- Direct work with school age children.
- Ensure safety of children in the program by monitoring their environment and activities.
- Interact and build relationships with children attending the program.
- Positively interact with students and participate in their play when appropriate.
- Provide feedback to children on their positive and negative behaviors and help them develop social/ emotional skills.
- Ability to spend time sitting on the floor with children.
- Ability to spend up to an hour or more per day outdoors with students.
- Must be able to stand/ walk for many hours.
- Able to lift up to 20 pounds, bend, and kneel.
- Ability to work in a busy and sometimes noisy environment.
- Communicate with other assistants about activities, students, or schedules.

10 % of time

- Responsible for room preparation, project material, art and craft supplies, toys, and resources, and snacks for each day.
- Effectively communicate with parents/guardians at drop off and pick up.
- Responsible for cleaning/resetting the room at the end of a program day.
- Field questions from parents about program, billing, or policies, or refer them to the proper source.

5% of time

- Attend required trainings ie: CPR/First Aid certification and Mandatory Reporting
- Attend additional training as it becomes available each year.
- Work at community events provided by community education.

